

EDITED TASK LISTING

CLASS: TRAINING OFFICER I

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Coordinates/facilitate training for department employees through consultation, program design and direct conduct of training courses and conferences to include top and middle management development, professional technical training, specialized training, and orientation programs according to DOM, Penal Code, Legislative Mandates, departmental policies and procedures and CPOST.
2.	Securely maintain records (i.e. class records, instructor resumes, lesson plans, etc.) for department training to comply with State of California Records Retention Schedule per SAM.
3.	Perform necessary administrative duties (i.e. BCP/BCS, memos, contracts, statistical reports, budget recommendations, procurement procedures, etc.) as directed, for management to ensure that departmental training needs are met according to departmental policies and procedures.
4.	Represents the department (external and internal) as a training expert in the analysis, design, implementation and evaluation of training programs covering a wide variety of topics using standardized, updated methodology as requested by management.
5.	Acts as liaison with institutions, parole regions, and central office staff pertaining to training issues to ensure compliance with DOM, Penal Code, Legislative Mandates, departmental policies and procedures and CPOST standards through personal contacts (i.e. telephone, e-mail, fax, correspondence, on-site visit, regional and statewide meetings, etc.) as needed and /or upon request.
6.	Interpret civil service laws, rules, regulations, legislative mandates, departmental policies and procedures, etc., in order to gain an understanding, determine impact (if any) and appropriately apply to training related matters by developing recommendations to management as needed and/or directed.
7.	Monitor and evaluate the quality of new and existing programs used within the department in order to implement changes to ensure quality, consistency, and appropriateness of content and delivery by auditing classes, reviewing lesson plans and participant/instructor evaluations, etc., to promote continuous quality improvement, as necessary.
8.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations, as needed.
9.	Delivers effective oral presentations to groups (small and large) to provide information, instruction, facilitation, etc., relevant to the subject matter utilizing various training tools, equipment, and aids, as appropriate